
306 FREEWAY SIGNING WORK ORDERS

The State Traffic Engineer is authorized via Delegation of Authority 93-08 from the State Engineer to the State Traffic Engineer to implement freeway signing changes.

Pursuant to this authority, the Traffic Operations Section Manager is empowered to determine what signing changes, if any, are most appropriate for the freeway system based on an engineering investigation, public safety concerns, information conveyance and clarity, and applicable signing guides and manuals such as the MUTCD.

The following is a typical procedure for investigating and implementing freeway signing work orders requests:

1. A request is received by the Traffic Design Section or the Traffic Operations Section via memo or letter. The request is logged into the Sign Log spreadsheet.
2. The request is evaluated for conformance to the MUTCD, ADOT policy, and other applicable standards for signing.
3. Call or meet with the requestor regarding the signing request.
4. Conduct field review and gather field data pertinent to request (e.g., existing signing).
5. Make sketch of proposed signing changes.
6. Submit request to the State Traffic Engineer for approval.
7. If changes are not approved, send a letter to the requestor with an explanation for the denial of the request.
8. If changes are approved, send a resolution letter to the requestor.
8. Coordinate with the Traffic Design Section for overhead lighting and/or the Structures Section for bridge mount assemblies and sign structures, as necessary.
9. Review as-builts and field notes for the best sign location if new posts are required based on utility conflicts, proximity to other signs, and the resolution of the signing changes.
10. Provide sign formats for each panel.
11. Identify panel and post types, structure sizes, etc., as applicable.

12. Prepare work order package, including all correspondence and sketches, and forward it to the Traffic Operations Section Manager.
13. Record signing changes on as-built plans.
14. File the complete work order package.